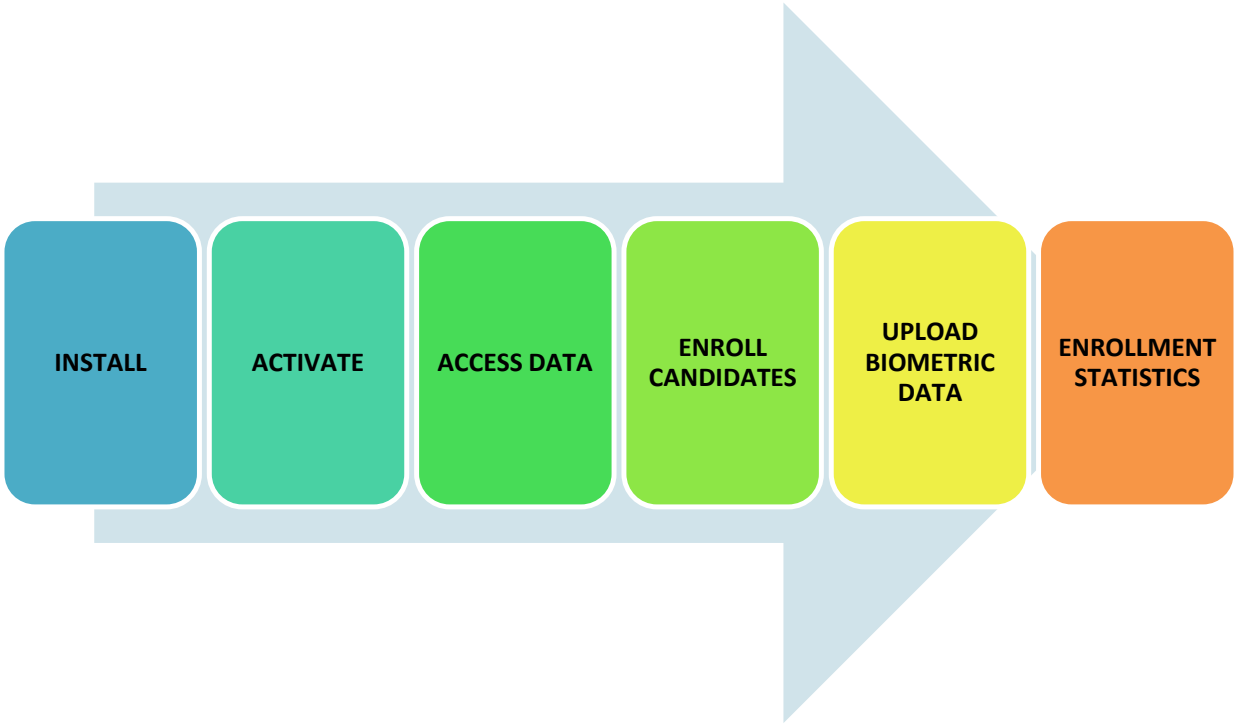
NECO BIOMETRICS MANUAL



This manual is designed to be a handy tool for users of NECO SSCE Biometric software. This manual is structured in phases that convey needed information about different parts of the application in a quick and easy to understand format.

1.0 INSTALLATION

1.1 PRE-REQUISITES: INSTALLING THE SOFTWARE

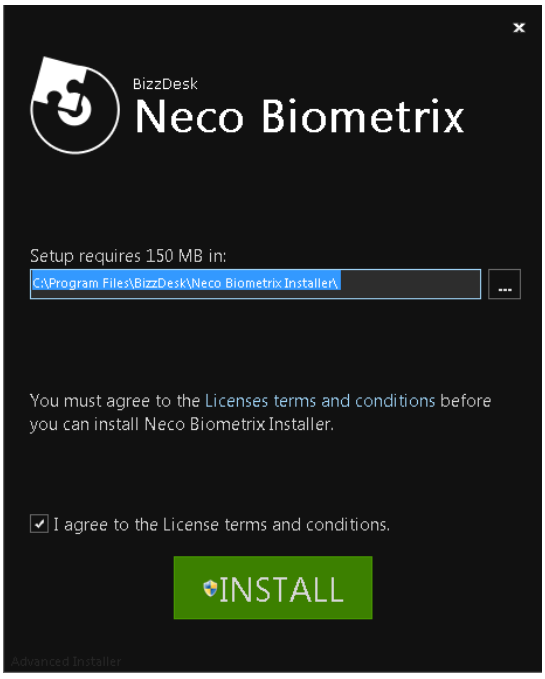
This software can only be installed on the computer if the user has administrative privileges. The installation procedure will fail if there is an attempt to install it without an administrative privilege.

1.2 INSTALLATION PROCEDURE

Once the requirements have been met, you need to follow the instructions accordingly.

- Insert the BizzDesk NECO Biometrics software (CD or USB) into the computer CD drive/USB port
- The system requires Java Runtime Environment (JRE) and DigitalPersona (SDK) and Microsoft Visual C++ to run the NECO Biometrics application.
- However, the software automatically installs the programs if they are not in the system.
- While installing the programs, the system prompts for user access control.
- Click **YES** to continue with the installation process or **NO** to terminate it.

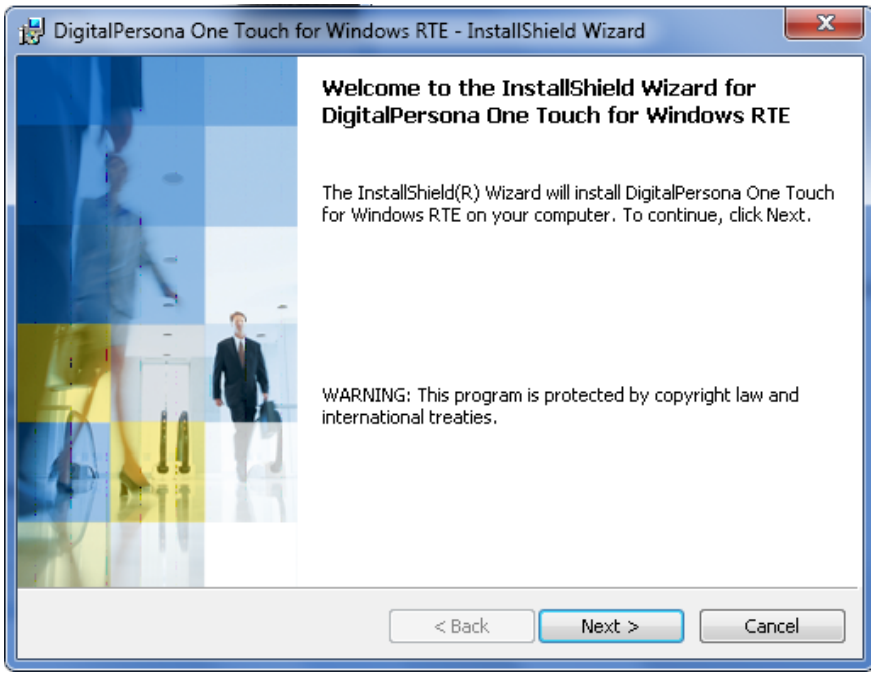
The first step of the Installation process displays the license agreement screen


BizzDesk
Neco Biometrix
Setup requires 150 MB in:
C:\Program Files\BizzDesk\Neco Biometrix Installer\
...
You must agree to the Licenses terms and conditions before you can install Neco Biometrix Installer.
I agree to the License terms and conditions.
INSTALL
Advanced Installer

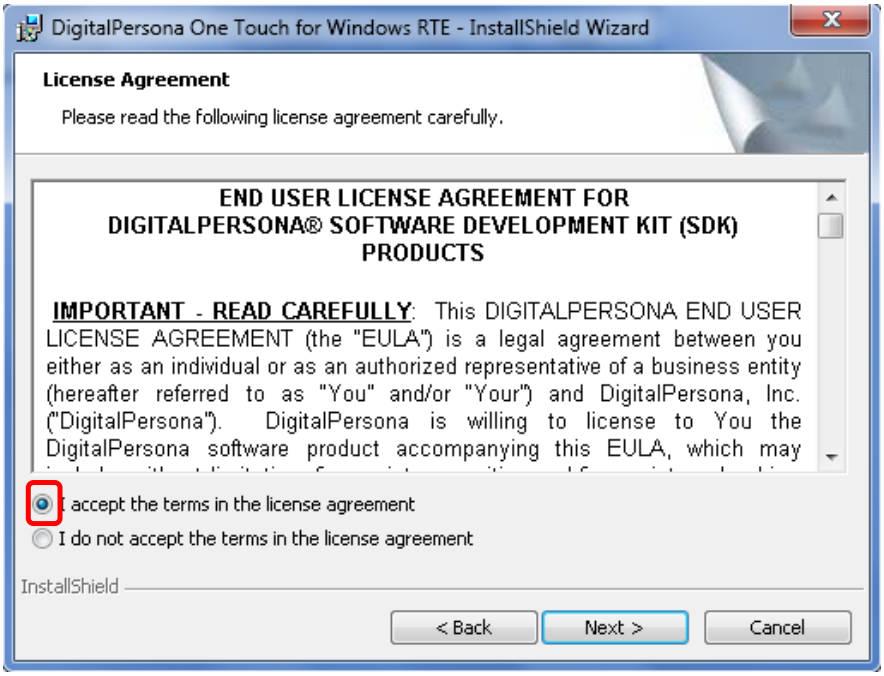
- Click **Install** to continue,
- While installing, the system prompts for access control, Click **Yes** to continue.
- The next page displays a Java welcome screen,
- Click **Install** to accept the license agreement and also start the Java installation process.

Java Setup - Welcome
Java
ORACLE
Welcome to Java
Java provides safe and secure access to the world of amazing Java content. From business solutions to helpful utilities and entertainment, Java makes your internet experience come to life.
Note: No personal information is gathered as part of our install process.
Click here for more information on what we do collect.
Click Install to accept the license agreement and install Java now.
Change destination folder
Cancel
Install >

- After installing Java, a success message is displayed.
- Click **Close** to finish.
- After successfully installing Java, system prompt for access control to install Microsoft Corporation, click yes.
- On the Microsoft Visual C++ License agreement page, click the check box
- Click Install
- After a successful installation process, a message is displayed.
- Click **Finish**.
- After successfully installing Microsoft Visual C++, the next page shows the Digital Persona installation wizard.


DigitalPersona One Touch for Windows RTE - InstallShield Wizard
Welcome to the InstallShield Wizard for DigitalPersona One Touch for Windows RTE
The InstallShield(R) Wizard will install DigitalPersona One Touch for Windows RTE on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

- Click **Next** to continue to the next page, which displays the license agreement for DigitalPersona
- Select the check box to accept the license agreement terms.
- You must read it completely before accepting the Terms and Conditions.
- Select **I ACCEPT** to continue
- Click **Next**


DigitalPersona One Touch for Windows RTE - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
END USER LICENSE AGREEMENT FOR DIGITALPERSONA® SOFTWARE DEVELOPMENT KIT (SDK) PRODUCTS
IMPORTANT - READ CAREFULLY: This DIGITALPERSONA END USER LICENSE AGREEMENT (the "EULA") is a legal agreement between you either as an individual or as an authorized representative of a business entity (hereafter referred to as "You" and/or "Your") and DigitalPersona, Inc. ("DigitalPersona"). DigitalPersona is willing to license to You the DigitalPersona software product accompanying this EULA, which may
I accept the terms in the license agreement
I do not accept the terms in the license agreement
InstallShield
< Back
Next >
Cancel

- When the program begins to install, the installer will guide you through the steps required for a successful installation.
- After successfully installing DigitalPersona, Click **Finish** to exit the installation wizard.

NOTE:

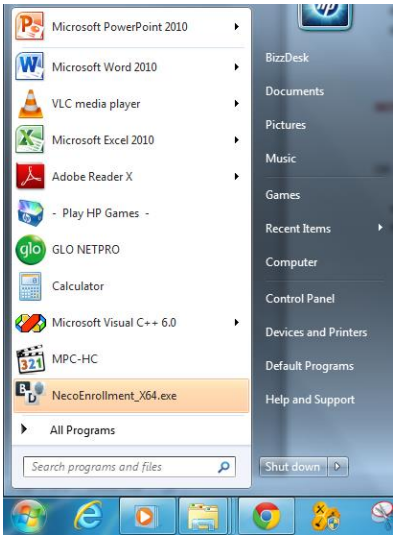
The system would require a Restart; **click YES** to immediately restart the system or No to restart after completing the whole installation process.

2.0 LAUNCHING THE APPLICATION

There are two methods to launching the NECO BIOMETRICS Application.

2.1 METHOD ONE

- On your system task bar, Select start>programs>NECO ENROLLMENT or Locate NECO ENROLLMENT icon On the desktop
- Double click the icon to launch the App

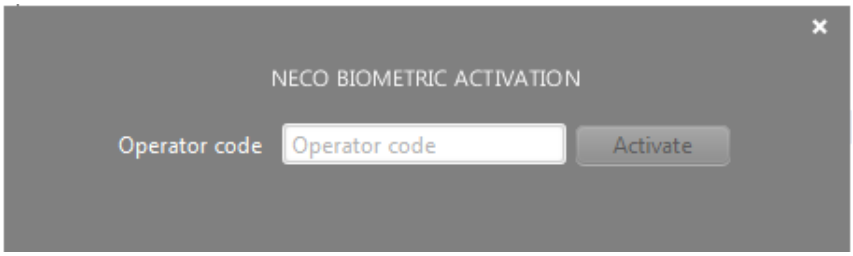


NOTE:

During the first launch of the software, a user is required to activate the software before he/she can perform any action on the Application.

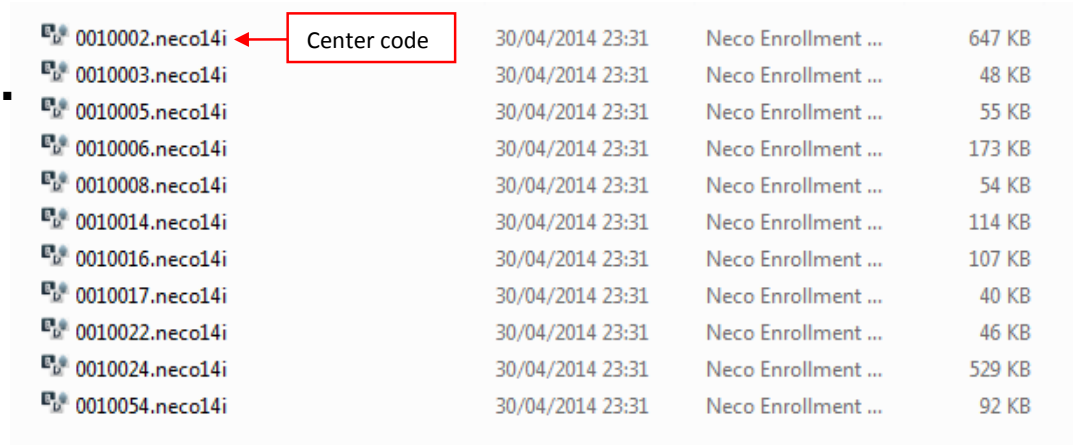
2.1.1 SOFTWARE ACTIVATION

- To activate simply enter your OPERATOR CODE (operator code was issued during registration) and Click the **Activate** Button.

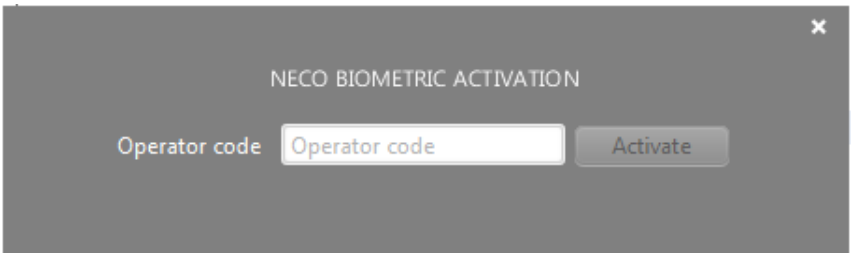


2.2 METHOD TWO

- Navigate your system to locate the NECO Biometrics file with center codes.
- Double click on a NECO file.



- A screen pops up, prompting for the Operators Code
- Enter a valid code and click **Activate**



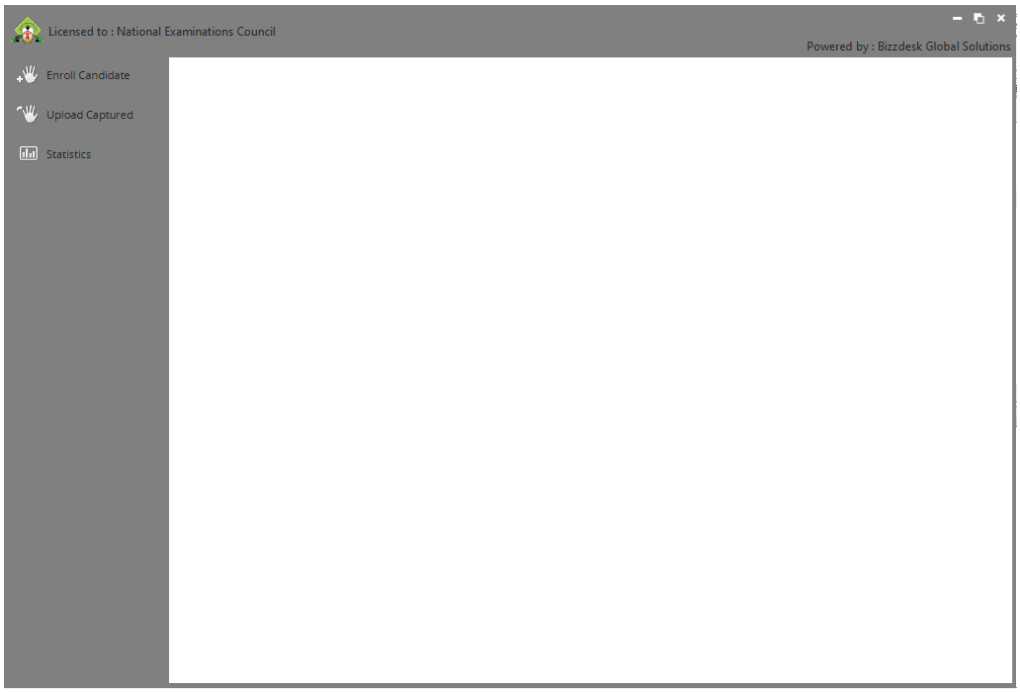
NOTE

- ***Code represents a particular center/school***

3.0 THE USER/OPERATOR HOMEPAGE

The user Homepage consist of three (3) operating icon, they are;

1. **Enroll Candidate icon**
2. **Upload Captured icon**
3. **Statistics icon**.



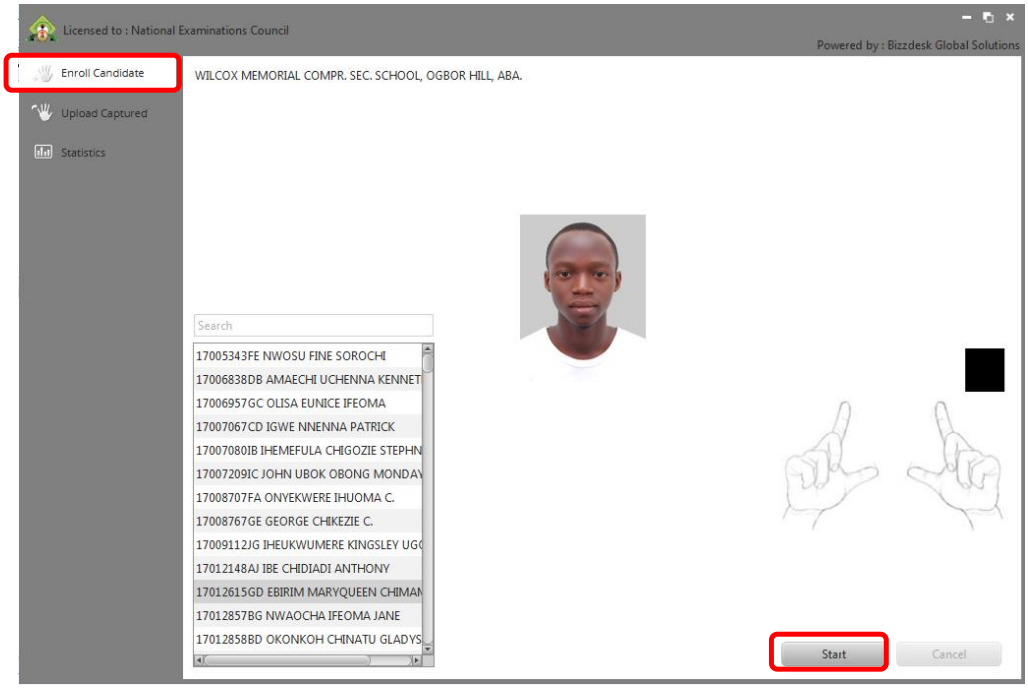
3.1 ENROLL CANDIDATE'S FINGERPRINTS

In fingerprint recognition, the enrollment process is very vital.

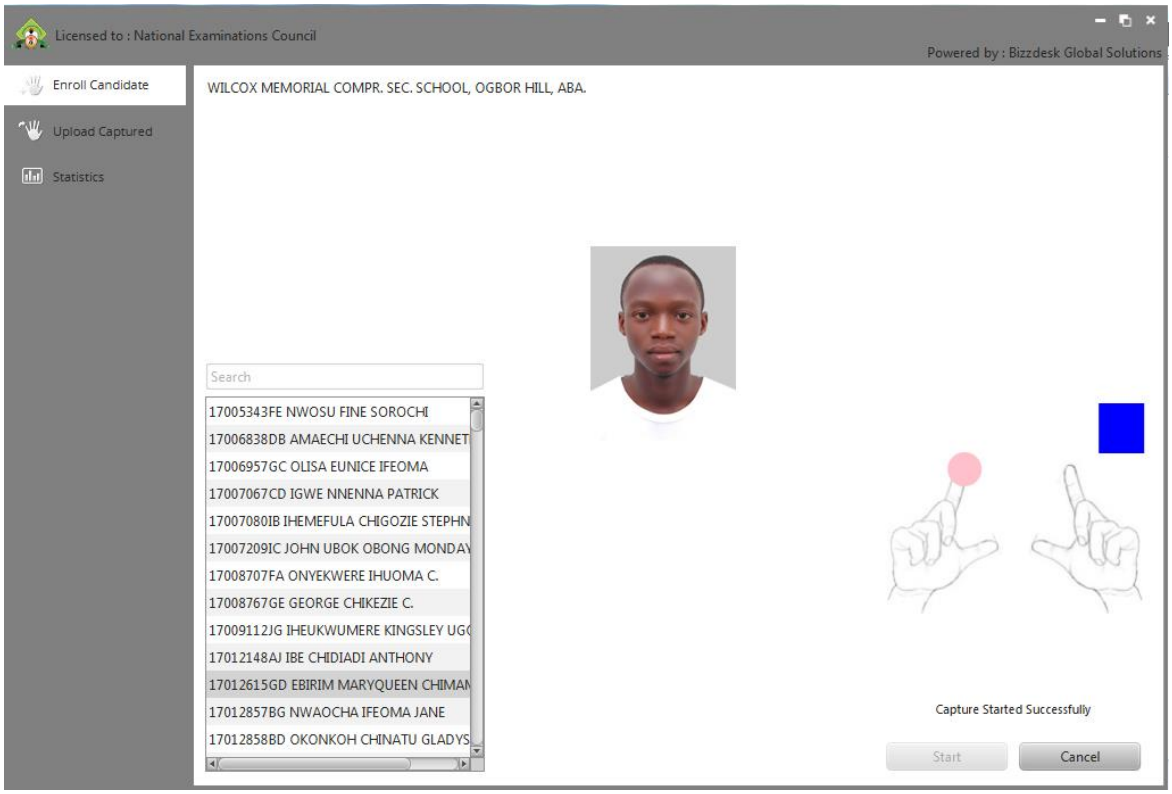
PRE-REQUISITES: ENROLLING A CANDIDATE

- *For candidate's fingerprints to be enrolled, the details of the candidate must have been registered in the system*

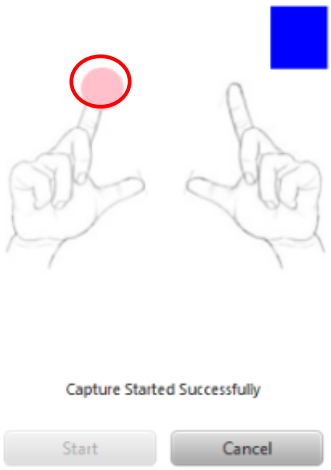
3.2 ENROLL CANDIDATE

- Click **Enroll Candidate** on the Homepage
- On the displayed window; Confirm the name of the center/school at the top
- 

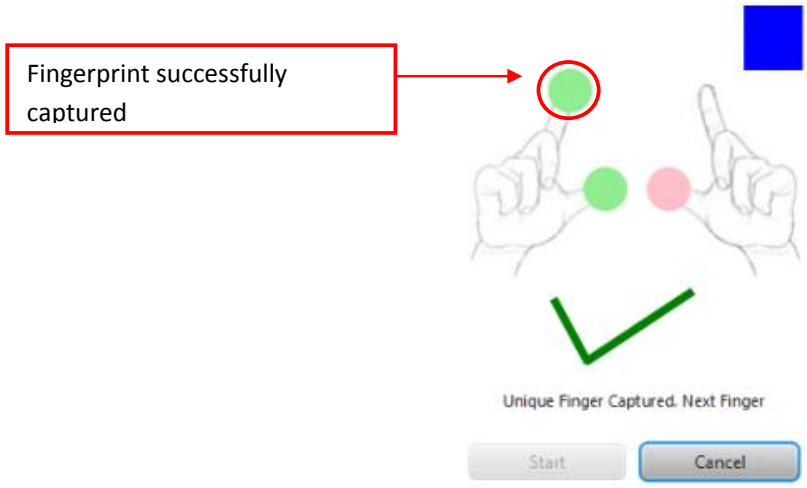
- Select the name of the candidate you want to enroll
- The Candidate's passport is displayed on the screen
- Click **Start** button on the lower right part of the page to activate the fingerprint sensor.



- *On the computer screen, the fingerprint to be enrolled is shown in **Red**.*
- *Place the highlighted finger **once** to get a sample.*



When the fingerprint sample has been successfully captured, the color changes to **Green** and the next finger to be enrolled is highlighted.



- To erase captured fingerprints, Click **Cancel** button and start over again.
- When all four-fingerprint samples have been captured successfully, the candidate's detail is automatically removed from the **Enroll Candidate** list.

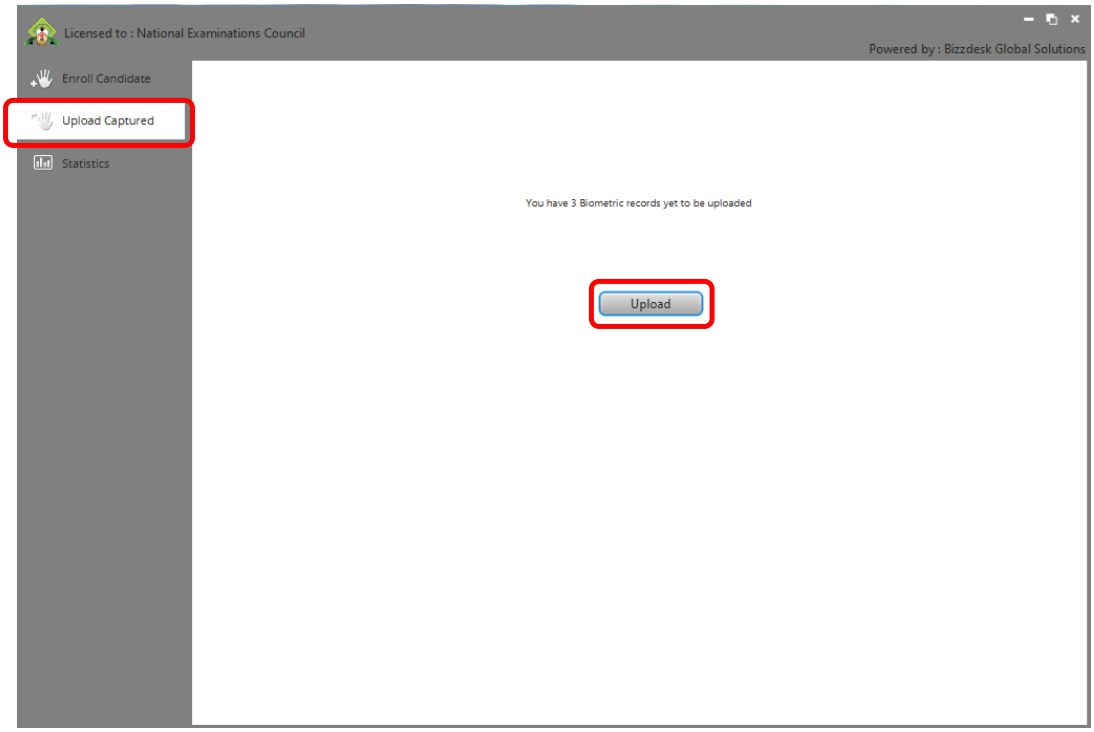
3.2 UPLOAD CAPTURED BIOMETRIC DATA

PRE-REQUISITE: UPLOADING CAPTURED BIOMETRIC DATA

- The Computer/Laptop must be connected to an active internet network.

3.2.1 UPLOAD THE CAPTURED FINGERPRINTS DATA TO THE SERVER

- Click Upload Captured on the Homepage
- A window pops up, displaying the number of biometric records yet to be uploaded
- Click **Upload** button

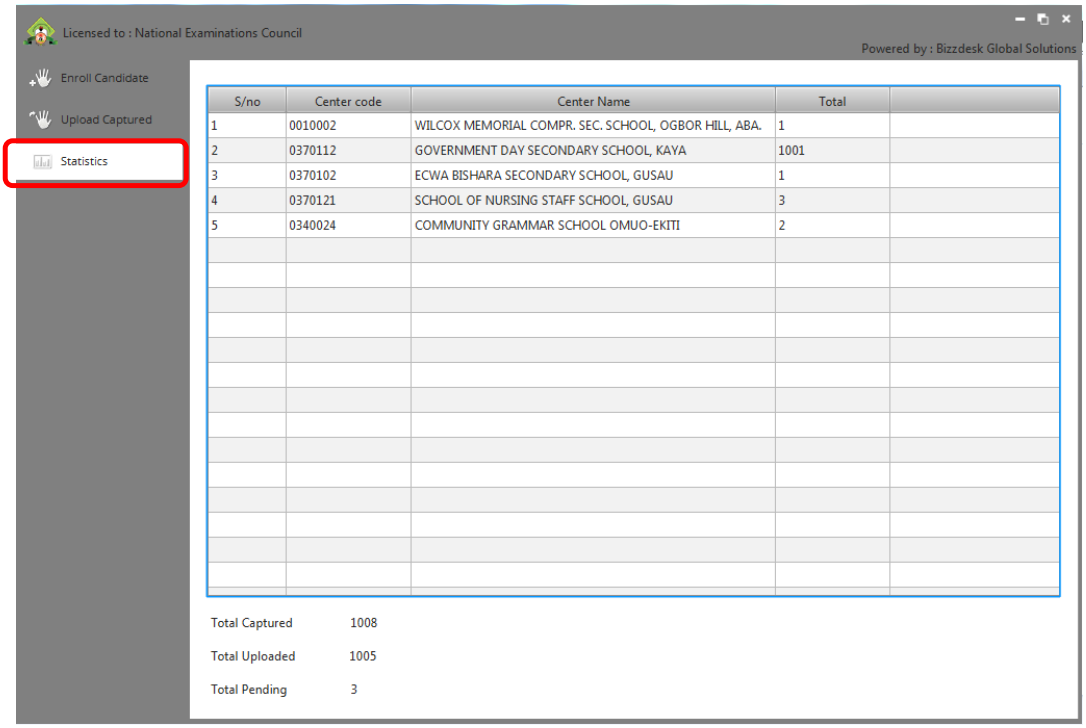


3.3 ENROLLMENT STATISTICS

The statistics page shows in summary, the activities carried out by the systems operator. It displays the total number of fingerprints captured for a particular center/school, total number of uploaded fingerprints captured, the number of captured fingerprints yet to be uploaded to the server etc.

3.3.1 VIEW STATISTICS

- Click **Statistics** on the Homepage.

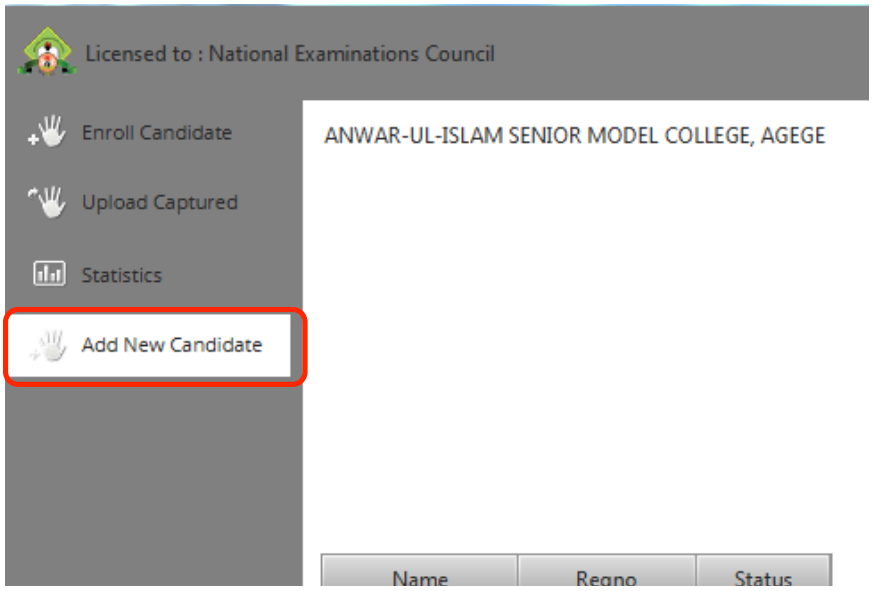


3.4 REGISTERING A NEW CANDIDATE

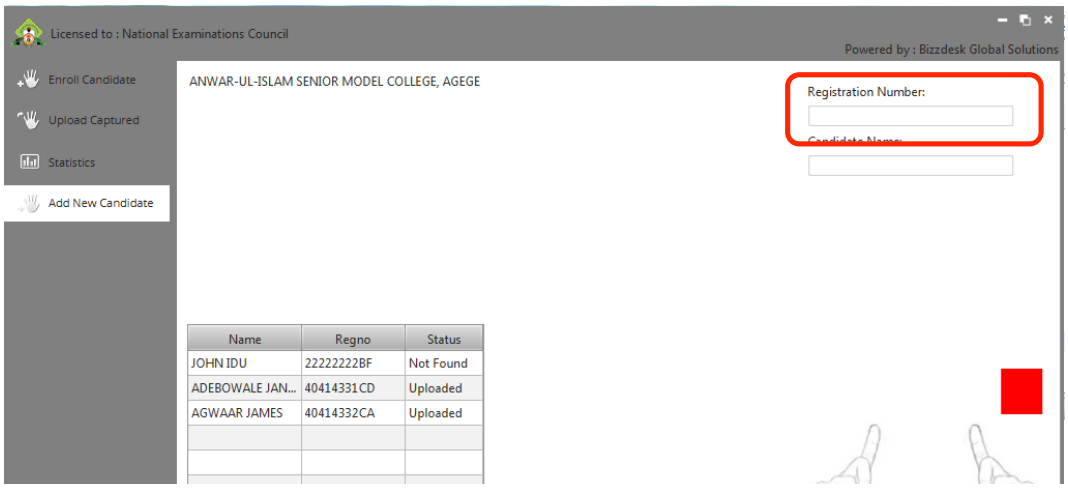
The **"Add New Candidate"** Page is used to register candidates whose information is not in the system but has a **valid registration number**. These unique cases is due to late registration entry.

3.4.1 Adding a New Candidate

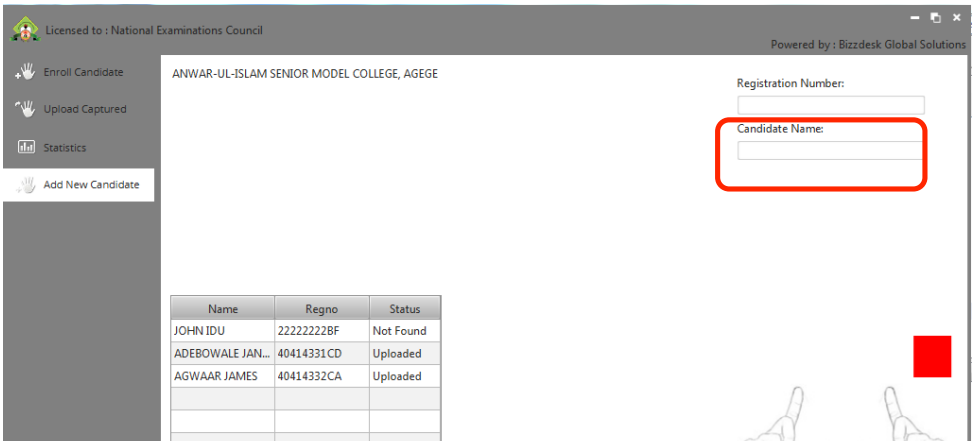
- Click **Add New Candidate** link on the Homepage



- Enter the **candidate's registration number** (Invalid registration numbers would be rejected)



- Enter the **candidate name**



- Click **Start** button on the lower right part of the page to activate the fingerprint sensor.

- Continue to capture student biometric data as stated in **3.2**

3.4.2 Uploading New Candidates

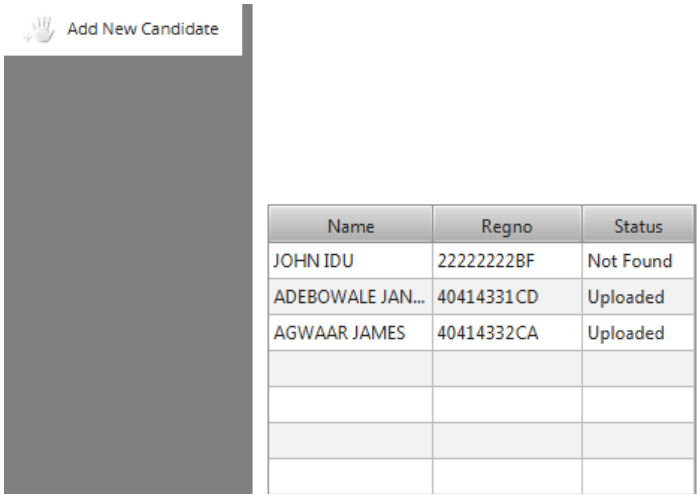
- New Candidates are uploaded with the preregistered candidates as stated in **3.2.1**

3.4.2 New Candidates Upload Status

Candidate upload status is displayed beside each candidate name under the **Add New Candidate** Tab

Possible Message

If Candidate record has been uploaded - **Uploaded**
If Registration Number of candidate is invalid – **Not Found**



4.0 SUPPORT

We are dedicated to providing the best possible service. To reach the Customer Support Team

For General enquiries, please call 0812 722 6953,

For Technical Questions and Enquiries, please call 0812 722 6959